


Policy Title:		Jury Duty	
	OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER	Category	Jury Duty
		Administrative Policy #	
		Revision #	
		Review Frequency	As Needed – no less frequently than triennially
Administrative Division	Human Resources	Reviewed By	Chief Administrative Officer, General Counsel, Human Resources Director
BOWC Approval		Last Reviewed/Update Date	
Implementation Date			

## 1. AUTHORITY

- 1.1. In accordance with 28 U.S. Code § 1875 and Michigan Compiled Law 600.1348, all Detroit Water and Sewerage Department (DWSD) employees receive employment protection when participating in jury duty.

## 2. OBJECTIVE

- 2.1. The policies and procedures in this document establish guidelines for DWSD's employees when participating in jury duty.

## 3. PURPOSE

- 3.1. The purpose of this policy is to allow eligible employees time away from work to fulfill their civic responsibility in the jury duty process.

## 4. DEFINITIONS

“Eligible Employee” means a person hired and employed by DWSD and has completed their probationary period at DWSD.

“Jury Duty” means time spent participating in an official jury process as defined by 28 U.S. Code § 1875 and Michigan Compiled Law 600.1348

“Paid Time Off” also known as personal time off, means compensated time away from work under which employees can draw from a leave bank and be assured of a predetermined pay for the time period.

“Management” means DWSD employees, including members of Executive Management, who exercise management authority and responsibility in each division for work groups, supervisors and/or employees.

## 5. SCOPE

- 5.1. This policy applies to all eligible employees who are summoned to jury service.

## **6. RESPONSIBILITIES**

### **6.1. Human Resources Director**

6.1.1. The Human Resources Director publishes this policy; communicates this policy to all employees; reviews, approves and publishes divisional standard operating procedures; and updates this policy as necessary.

6.1.2. The Human Resources Director interprets and enforces this policy.

### **6.2. Management**

6.2.1. Management should be familiar with, understand, and act in full compliance with this policy.

### **6.3. Employees**

6.3.1. Employees should be familiar with, understand, and act in full compliance with this policy.

6.3.2. Employees shall provide the necessary documentation to prove service on jury duty in accordance with this policy.

### **6.4. Manager or Supervisor**

6.4.1. Managers or supervisors ensure jury duty absences do not adversely impact work or coworkers.

## **7. POLICY**

### **7.1. Participating in Jury Duty**

7.1.1. Management encourages all employees, regardless of employment status, to participate in the civic responsibility of jury duty.

7.1.2. Eligible employees are granted paid time off for jury duty.

7.1.3. An eligible employee on jury duty will be paid at his/her straight time hourly rate for the employee's normally scheduled work hours.

7.1.4. Upon return from jury duty, employees are expected to provide proof of service. If the employee is unable to do so, the employee will incur an unexcused absence and is subject to disciplinary action.

### **7.2. Employee Pay for Serving on Jury Duty**

7.2.1. Upon return from jury duty, employees shall forfeit payment received from jury duty, inclusive of mileage allowance paid for the jury service. Failure to do so may be a cause for disciplinary action. Employees must forfeit payment received to their supervisor or manager, who in turn will provide the payment to the Finance Division.

### **7.3. Reasonable and Necessary Accommodations**

7.3.1. Management may take reasonable and necessary actions to accomplish the intent of this policy.

## **8. PROCEDURE**

### **8.1. Inform Manager or Supervisor**

- 8.1.1. The eligible employee must present their manager or supervisor and Human Resources with a copy of the subpoena or summons upon receipt.
- 8.1.2. If required to serve more than one (1) day, the eligible employee must present proof of services every five (5) days for the duration of their service.
- 8.1.3. The days served on the jury must be recorded on a daily basis by the manager or supervisor on the employee's time sheet for accurate payroll processing.

### **8.2. Jury Duty Service Documentation**

- 8.2.1. The employee must return to work the next workday after jury duty has concluded.
- 8.2.2. Upon returning to work, the employee must promptly provide their manager or supervisor with proof of their jury duty service.
- 8.2.3. The manager or supervisor ensures documentation is accurate and acceptable and will forward the documentation to Human Resources for record keeping purposes.

### **8.3. Jury Duty Court Payment**

- 8.3.1. The employee provides payment received for jury duty to their manager or supervisor. The manager or supervisor will forward payment to the Finance Division for processing.